

Acquisition & Cross Servicing Agreements (ACSAs)



The overall classification of
this briefing is
UNCLASSIFIED



AGEND A

- **Examples of ACSA in Action**
- **ACSA Process**
- **How does an ACSA Work**
 - **ACSA Order Relay**
- **Financial Flow**
 - **Reimbursables**
 - **Buys**
- **Lessons Learned / Successes**
- **Training & Staff Assistance Visits**
- **Questions... Where to Go**



POTENTIAL EXAMPLES OF ACSA IN

ACTION

USA Receives Fuel
From Host Nation for Aircraft
Per Agreed To/Signed
ACSA Order

**Cash
Transaction**

Host Nation Submits "Bill"
From Invoice of Delivered Fuel
Which Is Paid For By
USA Within 30 Days

Host Nation Receives
Ammunition From USA
Per Agreed To/Signed
ACSA Order

**Replacement-In-Kind
Transaction**

Host Nation Returns Like Type
and Like Amount of Ammunition
To USA Within One Year
of Original Transaction

Host Nation Provides Billeting,
Transportation, and Commo
Services To USA During
Combined Exercise Per
Agreed To/Signed ACSA Order

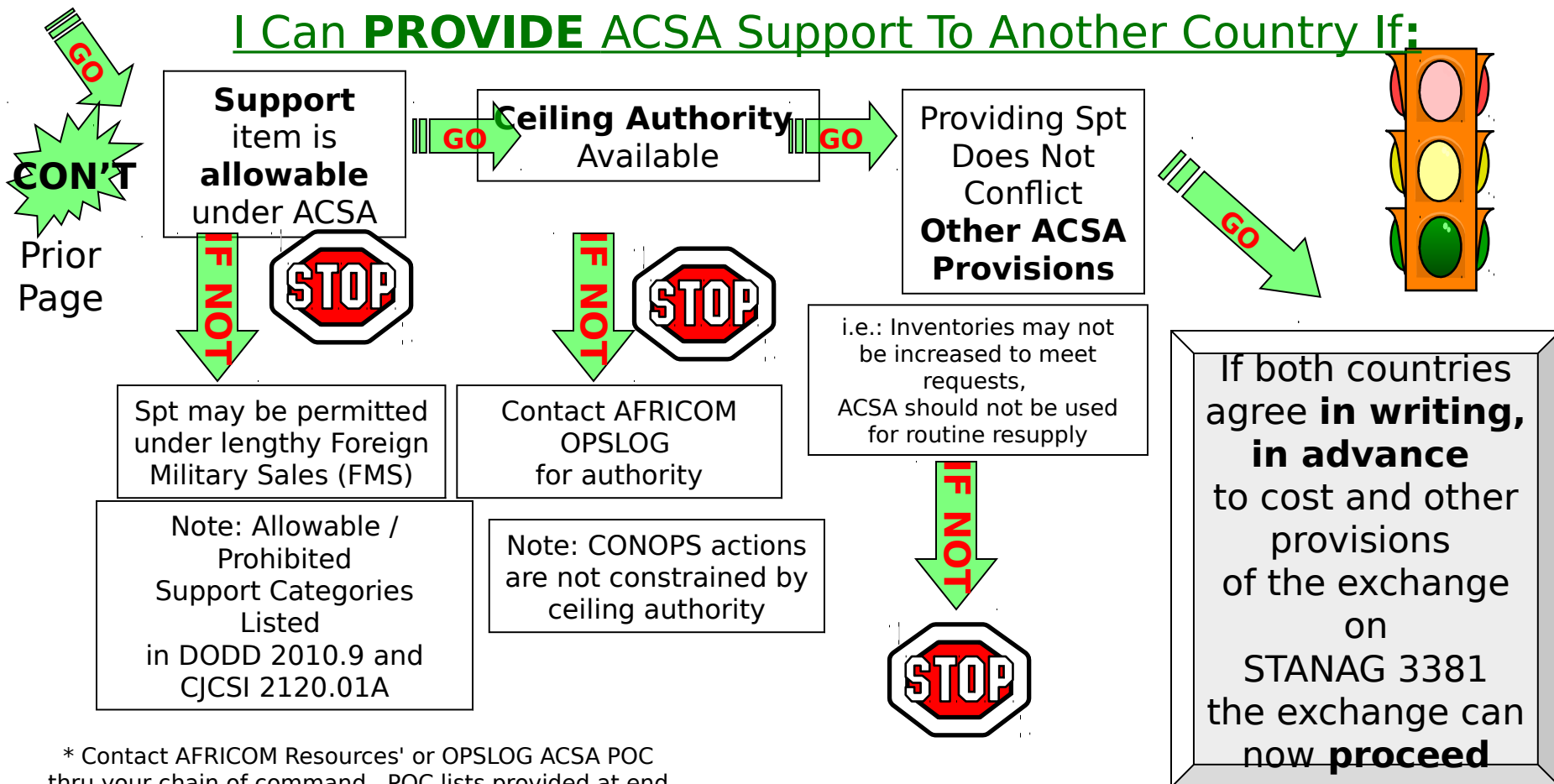
**Equal Value Exchange
Transaction**

USA Provides Host Nation
Aircraft Parts As Previously
Negotiated On Signed ACSA
Order, Equal In Value To
Previous Supplies and Services
Provided Within One Year



Can I PROVIDE Spt Thru ACSA? (cont)

I Can **PROVIDE** ACSA Support To Another Country If:



* Contact AFRICOM Resources' or OPSLOG ACSA POC thru your chain of command. POC lists provided at end of briefing.

Can I ACQUIRE Spt Thru ACSA?

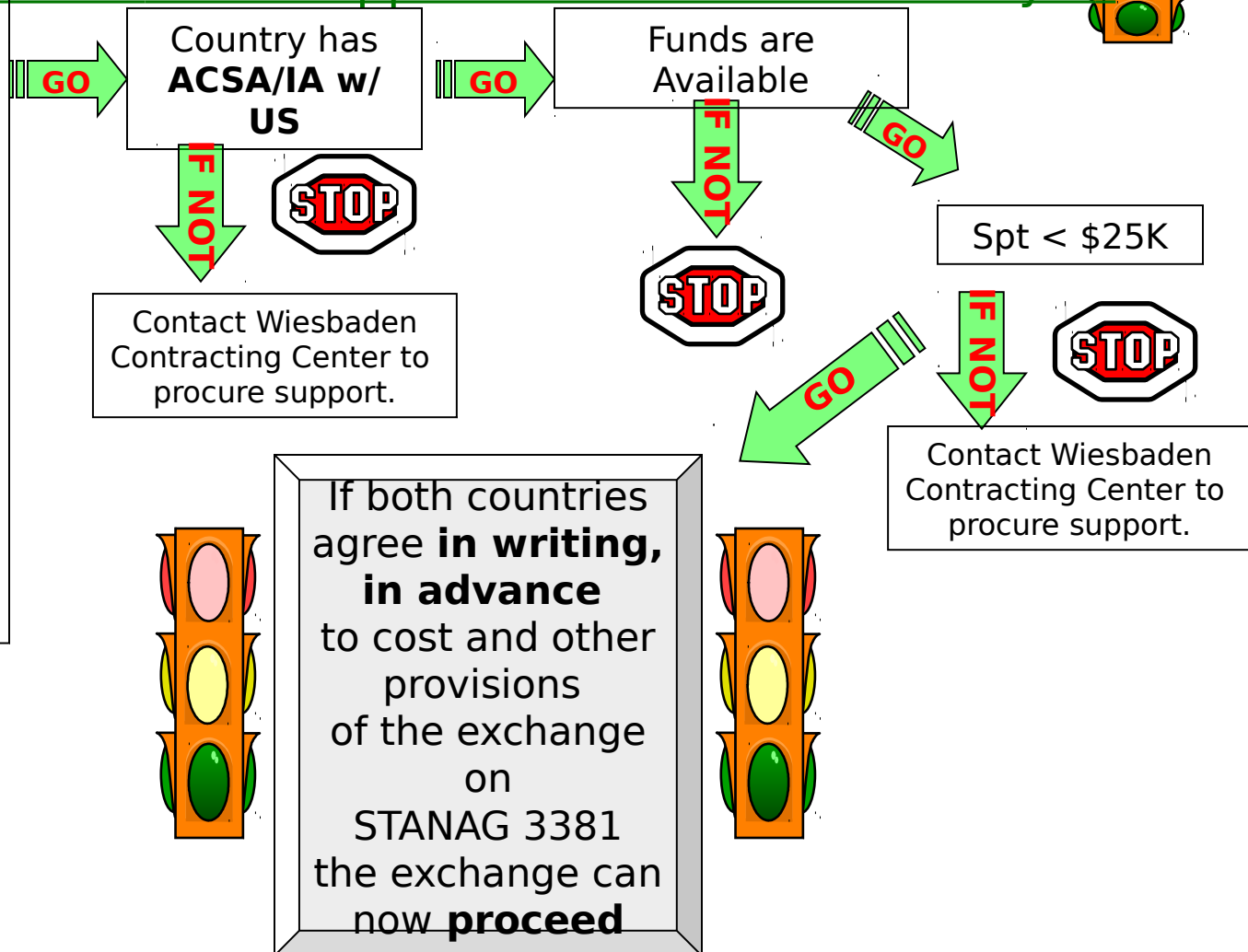


As with providing support, to acquire ACSA support:

- Acquisition must be supported by US CDR
- I must be **ACSA trained** w/ **delegation** memo
- **Support** category must be **allowable** under ACSA
- **Ceiling** Authority must be available
- Support cannot conflict with ACSA



See Instructions in Previous Slides





HOW DOES AN ACSA WORK???

A screenshot of a web-based form for an Armed Forces Security Agreement (ACSA). The form is titled "ARMED FORCES SECURITY AGREEMENT (ACSA) - PART 1: GENERAL INFORMATION". It contains several sections with yellow highlights, including "1. AGREEMENT", "2. PARTIES", "3. SCOPE", "4. DURATION", "5. SIGNATURES", and "6. NOTES". The form is a complex document with many fields for text entry and checkboxes.

- Either nation places a written order:
 - Individual orders under ACSA must be mutually agreed and consistent with both countries' national priorities
 - Becomes a binding document upon acceptance
- The reciprocating nation sources the LSSS
- Transactions are reimbursable by currency, replacement-in-kind, or equal value exchange
- Reciprocal pricing used for acquisitions or transfers (i.e., charge each other what we charge ourselves)
- Both nations reconcile the order



Order_View

http://localhost/AGATRSv2/Webmodules/Order/Order_View.aspx?ViewType=Blank

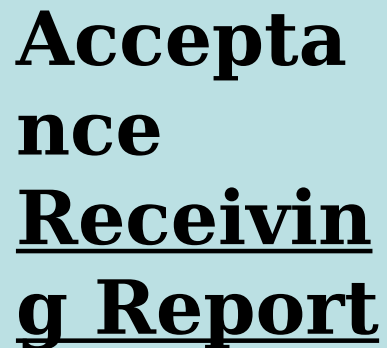
3/2/2006

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Request Order

- Identify Logistics Requirement
- Initiate ACSA order form and sign



- Verify Logistics was transferred
- Update ACSA order form and sign

[illegible]

Invoice

- Specify billing and payment information
- Exchange payment: Cash, RIK, EVE
- Reconcile ACSA order form and close out order



-Transaction is reviewed by RM,
-Input in FIN system and
-Forwarded to DFAS

-Transaction is initiated
& concluded
By Logistician/Unit

ACSA ORDER RELAY

-DFAS confirms review,
Generates bill to/- makes payment to
country

-Country receives payment;
Transaction is closed
Country receives bill, collection is received
Transaction is closed





Behind the scenes of the race...

Logistician/Unit:

- Receives/initiates requests for support from/to countries**
- Negotiates terms of support/provides prices**
- Prepares documentation (electronic/hardcopy)**
- Obtains signatures on ACSA orders**
- Maintains records for all transactions**
- Develops/maintains rapport with nations to facilitate**
- eventual closure of all transactions (buying/selling)**



Behind the scenes of the race...

Resources:

- **Reviews transactions for completeness**
- **Inputs transactions into financial system**
- **Forwards all transactions to DFAS for processing**
- **Maintains financial spreadsheets on status/amount of all transactions**
- **Develops/maintains contract info on all countries**
- **Maintains AGATRS**
(ensure 'Cradle to Grave' status of all transactions)



Behind the scenes of the race...

DFAS:

- Reviews transactions for completeness**
- Verifies contracts are in place/adequately resourced**
- Generates 1080 bills to countries for deferred billing**
- Makes payments to countries**
- Collects reimbursements from countries**
- Sends collection reminders on due bills as necessary**
- Credits appropriation that incurred cost**
- Maintains all reimbursable records for 10 years (law)**



Behind the scenes of the race...

COUNTRY:

- **Receives bills from U.S.**
- **Makes payments to U.S.**
- **Receives payment from U.S. for
invoiced support**



Financial Flow Chart for ACSA Orders

- **Reimbursable Billings (Country owes US)**
- **Cash Collection Vouchers (CCVs)**
- **Equal Value Exchange (EVEs)**
- **Replacement In Kind (RIKs)**
- **Direct Billings (US owes Country)**

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Cash Collection Voucher Process

- Requesting Country Representative has chosen to make cash payment
- Logistician prepares CCV (DD1131) **RM's will provide line of accounting along with Customer Numbers and APCs prior to FY beginning.**
 - Logistician will obtain daily exchange rate from Finance Bn
 - According to Type of Support (i.e. Meals, Laundry, Billeting, Fuel, etc.)
 - Types appropriate line of accounting
- Logistician POC escorts the TCN to the Finance Batt
- **(NOTE: LOGISTICIAN POC MUST NEVER HANDLE**
- Finance representative assigns DOV number, collect money, signs the DD 1131 and makes distribution:
 - 1 TCN Representative
 - 1 MNSC Representative
 - 1 Finance Box
 - 4 Finance Records
- Logistician WILL provide copy of CCV and associated ACSA Order(s) to RM. RM will provide copy to DFAS
- Logistician will ensure local logs are updated and re monthly.

CASH COLLECTION VOUCHER				DISBURSING OFFICE COLLECTION VOUCHER NUMBER 789012	
				RECEIVING OFFICE COLLECTION VOUCHER NUMBER	
RECEIVING OFFICE	ACTIVITY (Name and location) 628th FINANCE Detachment (Camp Bondsteel, Kosovo)			DATE 01/01/04	
	RECEIVED AND FORWARDED BY (Printed name, title and signature)				
DISBURSING OFFICE	ACTIVITY (Name and location) 628th FINANCE Detachment (Camp Bondsteel, Kosovo)			DATE 01/01/04	
	DISBURSING OFFICER (Printed name, title and signature) Smith, Jones CPT, Disbursing Officer				
PERIOD: From To					
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
01/01/04	Germany- Customer # 77K99* Paymaster - Germany NSE	CB-5678 OTHER SUPPORT	10.00	21 * 2020 000-3420 135197 00000 2020 H7JADM 77K99* 891533	
			TOTAL	10.00	

* Represents the last digit of FY, must be the same for both customer number and accounting classifications.

An accounting classification represents FY, must be the same year as Customer Number. (i.e. 21 3 2020 0000)

DD FORM 1131, APR 57 (EF) PREVIOUS EDITIONS MAY BE USED. Form approved for Distribution: Dec 04, 10 5 24 January 1994



Equal Value Exchange (EVE)

- Requesting Country and Logistician must agree to method of payment
- Requesting Country and Logistician review ACSA Order for accuracy and completeness
- Requesting Country and Logistician must maintain a local log for accountability
 - In most cases the EVE transactions are completed simultaneously
 - If not a log will be maintained by both parties until action is complete, or
 - After 12 months turns into a reimbursable action (EFT or Cash)
 - AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- EVE are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.

NOTE: IAW accounting procedures it is important to ensure the services being provided can be tracked through like appropriation classifications, i.e. Class I for Class I, Class for Class II, etc.



- **Requesting Country and Logistician must decide method of payment**
- **Requesting Country and Logistician review ACSA Order for accuracy and completeness**
- **Requesting Country and Logistician must maintain a local log for accountability**
 - **In most cases the RIK transactions are completed simultaneously**
 - **If not a log will be maintained by both parties until action is complete, or**
 - **After 12 months turns into a reimbursable action (EFT or Cash)**
 - **AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.**
- **RM enters reimbursable earning into financial system via Resource Management Tool (RMT)**
- **RIK are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.**

THIS DOCUMENT IS NOT TO BE USED AS A PREVIOUS EDITION

STANDARDIZATION AGREEMENT (S.A., ANNEX B, NOTO STANDARD FORM FOR RECEIPT, RETURN AND RETURN OF INVOICE
FORMULARIO DE ACORDO DE PADRONIZAÇÃO (S.A., ANEXO B, NOTO FORMULÁRIO DE RECEBIMENTO, DEVOLUÇÃO E DEVOLUÇÃO DE FATURA)
(Annex B, Page 10, Annex B, Page 10)

A. PRIOR INFORMATION **B. IDENTIFICATION**

1. INFORMATION NO. **2. FORM** **3. COUNTRY**

4. SUPPORT ASSIGNED **5. TO** **6. ADDRESS**

7. NAME AND PLACE OF DELIVERY (RECEIVER) **8. COUNTRY**

9. DELIVERY DATE

10. NUMBER OF INVOICES **11. NAME, ROAD, SITUATION** **12. CITY**

13. DATE OF RECEIPT **14. RECEIPT** **15. TOTAL** **16. ATTACHMENTS**

17. DATE OF RECEIPT **18. RECEIPT** **19. TOTAL** **20. ATTACHMENTS**

21. DATE OF RECEIPT **22. RECEIPT** **23. TOTAL** **24. ATTACHMENTS**

25. DATE OF RECEIPT **26. RECEIPT** **27. TOTAL** **28. ATTACHMENTS**

29. DATE OF RECEIPT **30. RECEIPT** **31. TOTAL** **32. ATTACHMENTS**

33. DATE OF RECEIPT **34. RECEIPT** **35. TOTAL** **36. ATTACHMENTS**

37. DATE OF RECEIPT **38. RECEIPT** **39. TOTAL** **40. ATTACHMENTS**

41. DATE OF RECEIPT **42. RECEIPT** **43. TOTAL** **44. ATTACHMENTS**

45. DATE OF RECEIPT **46. RECEIPT** **47. TOTAL** **48. ATTACHMENTS**

49. DATE OF RECEIPT **50. RECEIPT** **51. TOTAL** **52. ATTACHMENTS**

53. DATE OF RECEIPT **54. RECEIPT** **55. TOTAL** **56. ATTACHMENTS**

57. DATE OF RECEIPT **58. RECEIPT** **59. TOTAL** **60. ATTACHMENTS**

61. DATE OF RECEIPT **62. RECEIPT** **63. TOTAL** **64. ATTACHMENTS**

65. DATE OF RECEIPT **66. RECEIPT** **67. TOTAL** **68. ATTACHMENTS**

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73. DATE OF RECEIPT **74. RECEIPT** **75. TOTAL** **76. ATTACHMENTS**

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81. DATE OF RECEIPT **82. RECEIPT** **83. TOTAL** **84. ATTACHMENTS**

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89. DATE OF RECEIPT **90. RECEIPT** **91. TOTAL** **92. ATTACHMENTS**

93. DATE OF RECEIPT **94. RECEIPT** **95. TOTAL** **96. ATTACHMENTS**

97. DATE OF RECEIPT **98. RECEIPT** **99. TOTAL** **100. ATTACHMENTS**

101. DATE OF RECEIPT **102. RECEIPT** **103. TOTAL** **104. ATTACHMENTS**

105. DATE OF RECEIPT **106. RECEIPT** **107. TOTAL** **108. ATTACHMENTS**

109. DATE OF RECEIPT **110. RECEIPT** **111. TOTAL** **112. ATTACHMENTS**

113. DATE OF RECEIPT **114. RECEIPT** **115. TOTAL** **116. ATTACHMENTS**

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125. DATE OF RECEIPT **126. RECEIPT** **127. TOTAL** **128. ATTACHMENTS**

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149. DATE OF RECEIPT **150. RECEIPT** **151. TOTAL** **152. ATTACHMENTS**

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169. DATE OF RECEIPT **170. RECEIPT** **171. TOTAL** **172. ATTACHMENTS**

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205. DATE OF RECEIPT **206. RECEIPT** **207. TOTAL** **208. ATTACHMENTS**

209. DATE OF RECEIPT **210. RECEIPT** **211. TOTAL** **212. ATTACHMENTS**

213. DATE OF RECEIPT **214. RECEIPT** **215. TOTAL** **216. ATTACHMENTS**

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245. DATE OF RECEIPT **246. RECEIPT** **247. TOTAL** **248. ATTACHMENTS**

249. DATE OF RECEIPT **250. RECEIPT** **251. TOTAL** **252. ATTACHMENTS**

253. DATE OF RECEIPT **254. RECEIPT** **255. TOTAL** **256. ATTACHMENTS**

257. DATE OF RECEIPT **258. RECEIPT** **259. TOTAL** **260. ATTACHMENTS**

261. DATE OF RECEIPT **262. RECEIPT** **263. TOTAL** **264. ATTACHMENTS**

265. DATE OF RECEIPT **266. RECEIPT** **267. TOTAL** **268.**

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Direct Billings (US owes Country)

- RM prepares Purchase Request and Commitments (PR&C) (DA 3953) for each contract
- RM forwards certified PR&C to Wiesbaden Contracting Command
- MNSC reviews ACSA Order for accuracy and completeness
- MNSC forwards ACSA Order to RM. RMs will:
 - Be responsible for not exceeding obligated amount. If necessary RM will coordinate or request MOD to PO/Contract.
 - Prepares Payment Memo
 - Post Contract Number on ACSA Order and **"USE ACSA Order # as INVOICE #"**
 - Certifies ACSA Order
 - RM post ACSA Order to excel spreadsheet
- RM forwards a copy of Payment Memo with ACSA Order and PO/Contract to either MNSC or DFAS
- If Payment Memo sent to MNSC, MNSC will hand-carry to Finance BN
- Finance BN prepares SF 1034 and disburses funds
- Finance representative assigns DOV number makes distribution:
 - 1 Country (MOD) Representative
 - 1 Logistician (Provides a copy to RM)
 - 1 Finance Box
 - 4 Finance Records
- RM updates ACSA Central or AGATRS

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1; the procuring agency is GSA/AFM</small>		1. PURCHASE INSTRUMENT NO.	2. REQUESTION NO.	3. DATE	PAGE	OF
4. TO:	5. THRU:	6. FROM:		PAGES		
It is requested that the supplies and services enumerated below or on attached list be:						
7. PURCHASED FOR		8. DELIVERED TO		9. NOT LATER THAN (Date)		10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION
11. TELEPHONE NUMBER (Area)		FUND CERTIFICATION The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.				
12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		13. REQUESTIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		14. ACCOUNTING CLASSIFICATION AND AMOUNT		
EMERGENCY SITUATION PRECLUDES USE OF REQUESTION CHANNELS FOR SECURING ITEM		15. ESTIMATED		16. PURCHASE ORDER NUMBER		
17. ITEM	18. DESCRIPTION OF SUPPLY OR SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. TOTAL COST	23. DISCOUNT TERMS
24. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE		25. ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES		26. IF YES, NUMBER OF DAYS REQUIRED		27. YES <input type="checkbox"/> NO <input type="checkbox"/>
28. TYPED NAME AND GRADE OF INITIATING OFFICER	29. SIGNATURE	30. DATE	31. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	32. SIGNATURE	33. DATE	34. DATE
35. TELEPHONE NUMBER	36. SIGNATURE	37. DATE	38. SIGNATURE	39. DATE	40. DATE	41. DATE
42. TYPED NAME AND GRADE OF SUPPLY OFFICER	43. SIGNATURE	44. DATE	45. SIGNATURE	46. DATE	47. DATE	48. DATE

DA FORM 3953, MAR 91

EDITION OF AUG 78 IS OBSOLETE

USAPRC 12-01



Common Mistakes

- **Deferred Payment**
 - **Forward ACSA Orders to RM immediately after both parties sign them**
 - **Do not hold ACSA Orders for the purpose of awaiting payment from country.**
 - **Ensure all appropriate signatures are annotated on ACSA Orders prior to processing**
- **CCVs**
 - **Monies being posted incorrect FY**
 - **Not reconciling with RM to ensure correct lines of account are utilized**
 - **No EVEs or RIKs can be posted on CCV**
 - **Posting Multiple FY transactions on same CCV**
 - **Mixing different classes of support/services (makes EVE/RIK almost impossible)**
 - **Ensure all appropriate signatures are annotated**
- **Direct Payments - US owes Country**
 - **RM and MNSC ensures PO/Contract are in place prior to support/services being provided to US. This will avoid a potential unauthorized commitment (UC)**
 - **No buys/payments can be posted on CCV**
 - **Forward ACSA Orders to RM immediately, after both parties sign**
 - **Ensure all appropriate signatures are annotated on ACSA Order(s) prior to processing**



Lessons Learned

Control Transactions:

- Unauthorized Commitments
- Delayed Support/Payment
- Incorrectly Signed/Coordinated/
Processed Forms



AGATRS Tracking System

ACSA Global Automated Tracking and Reporting System (AGATRS)

- **How to Access Website:**
 - <https://www.jccs.gov/olvr/>
- **How to Request a User Account**
 - **Click to Logon**
 - **Click New User Register Here**
- **How to Obtain Training, contact the following:**
 - **AFRICOM OPSLOG, DSN 421-3747**
 - **AFRICOM Resources, DSN 421-4850**
- **Purpose of AGATRS**
 - **Track ACSA Orders/STANAGs from Cradle to Grave**
- **Does not interface with Supply or Financial Systems**



LESSONS LEARNED

Train leaders in advance to avoid:

- **Unauthorized Commitments (UC)**
- **Delayed support / payment**
- **Missed opportunities**
- **Incorrectly signed /
Coordinated / Processed forms**
- **Individuals more aware of
ACSA but lack firm
understanding of Do's/Don'ts**



Successes

- **Continuous Training**
 - **Effective results**
 - **Program growing - G-2/G-3 support**

- **Collections from Countries**
 - **Majority timely and up-to-date**

- **DFAS**
 - **Research assistance**



ACSA TRAINING & STAFF ASSISTANCE VISITS

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- **Training provided bi-annually to:**
 - **Logisticians**
 - **Resource Managers & Financial personnel**
 - **Legal representatives**
 - **Commanders / ACTOs**

- **Staff assistance visits conducted at:**
 - **Major Subordinate Commands:**
 - SETAF, US Army Africa
 - MARFORAF, US Marines Forces
 - AFAFRICA, Air Forces Africa
 - NAVAFRICA, US Navy Forces Africa
 - SOCAFRICA, Special Operations Command Africa
 - CJTC HOA

- **Other Activity:**
 - DFAS

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QUESTIONS ???

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